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30 April 1965

TO: All RecOrds Officers in all Components
Records Center, [redacted]
All Members of the Records Admin Staff

also [redacted] GS-0404, Hq. STAT STAT

FROM: Chief, Records Administration Staff/DDS

SUBJECT: Meeting of Records Officers, 7 April 1965

See Reverse for Attendance

1. The next meeting of Agency Records Officers will be on Wednesday, 7 April 1965 at 10:00 AM in Room 1E-78, Headquarters.

2. Our guest speaker will be Mr. Robert H. Meehan, Head Administrative Procedures Branch, Administration Office, Department of the Navy. His topic is "The Navy Dynamic Paperwork Program".

3. The Navy records management program has been recognized for many years as one of the best in government and industry. Principles and techniques developed by the Navy are used widely and many of their former employees occupy important management positions in business and government.

4. I think this will be an interesting meeting and I look forward to seeing you.

5. Please advise [redacted] on extension [redacted] if you plan to attend. STAT STAT

[redacted]

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